



54 Lighthouse Circle • South Portland, ME 04106 • Ph: 207.321.6151 • maineccfoundation.org

Special Assistant to the President

The [Foundation for Maine's Community Colleges](http://maineccfoundation.org) is seeking a full-time Special Assistant to the President. This position serves as the primary liaison between the Foundation President and members of the Board of Directors representing the top executives in the state of Maine, Maine Community College System President, College Presidents, and System Office senior staff. The Special Assistant is responsible for managing special projects, reporting, website updates and newsletter creation. This position oversees the overall operation of the executive office which includes filing, manage incoming/outgoing mail, schedule meetings and the like.

The Foundation offers a hybrid work environment (remote and in-person). The Foundation's office is located in South Portland overlooking Casco Bay.

Minimum Qualifications: Three to five years' relevant experience working in a professional environment.

This position is required to have: The ability to work with confidential information; excellent communication, computer, and organizational skills; exceptional writing skills; ability to work independently; excellent interpersonal and problem-solving skills.

The MCCS Foundation offers health, dental and life insurance, HSA, retirement savings, paid holidays, vacation, and sick time.

To apply, please submit a cover letter, a current resume, and the names, and contact information for three references, by the close of business on **June 7, 2022**, to:

Special Assistant to the President Search
Foundation for Maine's Community Colleges
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer committed to diversity, equity, and inclusion. For more information about our commitment, please call the MCCS Affirmative Action Office, 629-4000.